May 20, 2019

MEMO TO: Principal/Student Teacher Coordinators

FROM: America Gonzalez-Rosas, Human Resources Director of New Talent & Evaluations

SUBJECT: 2019 Fall Cooperating Teachers / Mentor Teachers

The Human Resources Department needs cooperating teachers to mentor 2019 Fall Student Teachers/Clinical Teachers as well as Field Experience students. Please provide a list of up to 5 cooperating teachers for Student Teachers/Clinical Teachers and up to 5 mentor teachers for Field Experience students at your campus that meet the Cooperating Teacher Criteria no later than Wednesday, June 19, 2019. Please keep in mind that these cooperating teachers or mentors you recommend must be willing to welcome aspiring educators into their classroom and have a skill set that truly mentors, guides, encourages and supports them as they work through their certification program. As you deem appropriate, submit teacher names to the two separate Google links mentioned above.

Cooperating Teacher Criteria:
1. has a minimum of 3 years of successful teaching experience, with at least 1 year in North East
2. has a valid teaching certificate
3. is “highly qualified” to teach in the current content area or teaching assignment
4. demonstrates a personal and professional attitude
5. demonstrates evidence of continuous professional growth
6. participates in the program voluntarily
7. accepts the student teacher / student as a fellow professional
8. is willing to work with university / program supervisors
9. has effective communication skills and can provide constructive feedback
10. is recommended by his/her administrator

Know that we will continue working on these placements through the beginning of the semester. Teachers who are assigned a student teacher will receive an email with detailed information about the placement and expectations by August 12, 2019. You may update either of the Google link documents until then but please offer us a minimum of three teachers as we realize you will continue to re-assign teachers based on your campus needs.

Thank you for your support and all you do in placing student teachers and field experience students in our district. If you have any questions, feel free to contact either America Gonzalez-Rosas at 407-0478/agonza154@neisd.net or Isabel Chavez at 407-0484/mchave4@neisd.net.

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